



Legislative
Services Agency

MINUTES

Service Committee of the Legislative Council

June 12, 2008

Second Meeting of the 2007–2008 Biennium

MEMBERS PRESENT:

Senator Michael E. Gronstal, Chairperson
Senator Thomas G. Courtney

Speaker Patrick J. Murphy, Vice Chairperson
Representative Kevin M. McCarthy
Representative Christopher C. Rants

MEETING IN BRIEF

.....

Dennis Prouty, Secretary to the
Legislative Council
(515) 281-3566
dennis.prouty@legis.state.ia.us

Organizational staffing provided
by: Richard Johnson, Legal
Services Division Director
(515) 281-3894
richard.johnson@legis.state.ia.us

Minutes prepared by: Ed Cook,
Senior Legal Counsel
(515) 281-3004
ed.cook@legis.state.ia.us

- I. Procedural Business
- II. Consideration of FY 2009 Budget and Annual Personnel Report of the Legislative Services Agency
- III. Consideration of FY 2009 Budget and Annual Personnel Report of the Office of Citizens' Aide/Ombudsman
- IV. Legislative Services Agency Director Vacancy
- V. Materials Filed With the Legislative Services Agency



Service Committee of the Legislative Council

I. Procedural Business

Call to Order. Chairperson Gronstal called the June 12, 2008, meeting of the Service Committee of the Legislative Council to order at 10:08 a.m. in the Supreme Court Chamber (Room 103) at the State Capitol. Senator Courtney attended the meeting via a telecommunications connection.

Committee Business. Upon motion by Vice Chairperson Murphy, the Committee approved the minutes from the June 13, 2007, meeting of the Committee by voice vote.

Adjournment. The meeting was adjourned at 10:24 a.m.

II. Consideration of FY 2009 Budget and Annual Personnel Report of the Legislative Services Agency

A. FY 2009 Budget

Mr. Dennis Prouty, Director of the Legislative Services Agency, presented a revised proposed budget and budget allocation for the Legislative Services Agency for the fiscal year beginning July 1, 2008, pursuant to Code section 2.12. The revised budget reflects a reduction for personnel costs to match the requirement imposed on executive branch agencies that only 90 percent of increased salary costs be funded through the FY 2009 budget. Upon motion by Vice Chairperson Murphy, the Service Committee approved by voice vote the recommendation that the Legislative Council adopt the revised FY 2009 budget.

B. Annual Personnel Report

Mr. Prouty recommended that the following employees be promoted or given an exceptional meritorious increase, subject to performance review with approval of and effective date set by the director of the agency:

- Mr. David Craft, from Legislative Document Technician 2, grade 22, step 5, to Legislative Document Technician 3, grade 25, step 3.
- Mr. Kevin Nelson, from Legislative Document Technician 1, grade 19, step 4, to Legislative Document Technician 2, grade 22, step 2.
- Mr. Mark Hagen, from Legislative Document Technician 1, grade 19, step 3, to Legislative Document Technician 2, grade 22, step 2.
- Ms. Diane Kirk, from Legislative Document Technician 1, grade 19, step 2, to Legislative Document Technician 2, grade 22, step 1.
- Ms. Trina Rudicil, from Legislative Document Technician 1, grade 19, step 4, to Legislative Document Technician 1, grade 19, step 5, a one-step exceptional meritorious increase.
- Mr. Bob Lamberti, from Legislative Information Officer 1, grade 24, step 4, to Legislative Information Officer 2, grade 27, step 3.
- Ms. Robin Madison, from Legislative Analyst 3, grade 35, step 3, to Senior Legislative Analyst, grade 38, step 2.



- Ms. Jennifer Acton, from Legislative Analyst 3, grade 35, step 3, to Senior Legislative Analyst, grade 38, step 2.
- Mr. Brian Rodenkirk, from Computer Systems Engineer 2, grade 32, step 2, to Senior Computer Systems Engineer, grade 35, step 1.
- Ms. Ann Ver Heul, from Legal Counsel 2, grade 35, step 4, to Senior Legal Counsel, grade 38, step 3.
- Ms. Amanda Knief, from Legal Counsel, grade 30, step 3, to Legal Counsel 1, grade 32, step 3.
- Mr. Michael Duster, from Legal Counsel, grade 30, step 2, to Legal Counsel 1, grade 32, step 2.
- Ms. Nancy Westbrook, from Assistant Editor 1, grade 24, step 6, to Assistant Editor 2, grade 27, step 4.
- Mr. Mark Weiford, from Assistant Editor 1, grade 24, step 3, to Assistant Editor 2, grade 27, step 2.
- Ms. Nancy Dugan, Publications Assistant, grade 21, step 4, to Assistant Editor 1, grade 24, step 2.
- Mr. Jamie Croatt, from Publications Assistant, grade 21, step 3, to Assistant Editor 1, grade 24, step 1.

Mr. Prouty also recommended the establishment and filling of editor/supervisor positions for employees at grade 39 in the Legal or Fiscal Services Division, or at grade 36 in the Computer Services Division. To be eligible, an employee must qualify for the highest position in the Legal Counsel or Legislative or Research Analyst job series, or in the Computer Systems Engineer or Analyst job series, and be assigned substantial editing or supervisory duties for a majority of the employee's time.

Upon motion by Vice Chairperson Murphy, the Service Committee approved by voice vote the recommendations that the Legislative Council approve the promotions and the establishment and filling of editor/supervisor positions as proposed in the annual personnel report of the agency.

III. Consideration of FY 2009 Budget and Annual Personnel Report of the Office of Citizens' Aide/Ombudsman

A. FY 2009 Budget

Mr. William Angrick, Citizens' Aide/Ombudsman, presented a revised proposed budget and budget allocation for the Office of Citizens' Aide/Ombudsman for the fiscal year beginning July 1, 2008, pursuant to Code section 2.12. The revised budget reflects a reduction for personnel costs to match the requirement imposed on executive branch agencies that only 90 percent of increased salary costs be funded through the FY 2009 budget. Upon motion by Vice Chairperson Murphy, the Service Committee approved by voice vote the recommendation that the Legislative Council adopt the revised FY 2009 budget.



Service Committee of the Legislative Council

B. Annual Personnel Report

Mr. Angrick recommended that the following employee be promoted and given an exceptional meritorious increase, subject to performance review with approval of and effective date set by the director of the agency:

- Mr. Charles "Andy" Teas, from Assistant 1, grade 29, step 2, to Assistant 2, grade 32, step 2.

Mr. Angrick also recommended that the Deputy Ombudsman position at grade 38 be eliminated and the title of the Senior Deputy Ombudsman at grade 41 be changed to Deputy Ombudsman. In addition, Mr. Angrick also proposed that the job descriptions for the assistant ombudsman job classification be changed to more clearly define the qualifications and functions for each of the job classifications in that job series. Upon motion by Representative McCarthy, the Service Committee approved by voice vote the recommendation that the Legislative Council approve the promotion and exceptional meritorious increase in the annual personnel report of the agency. No objection was voiced to the job description proposals which do not require Service Committee approval.

IV. Legislative Services Agency Director Vacancy

Chairperson Gronstal noted that with the upcoming retirement of Dennis Prouty as Director of the Legislative Services Agency, discussions are under way concerning the position as well as the future structure of the Legislative Services Agency. Chairperson Gronstal noted that regardless of the direction taken, leadership of the agency will remain nonpartisan. No decision as to a possible successor or restructuring of the agency will be made today, but the goal is to reach some resolution of this issue before January. Current division directors have been consulted on this issue and future discussions with legislative leadership will be undertaken prior to making a decision. Representative Rants indicated his preference to maintain the combined agency as opposed to returning to the prior organizational structure consisting of three independent agencies.

V. Materials Filed With the Legislative Services Agency

- FY 2009 revised budget requests for the central staff agencies.
- June 2008 annual personnel report from the Legislative Services Agency.
- June 2008 annual personnel report from the Office of Citizens' Aide/Ombudsman and revised proposed exceptional merits and promotions and eligibility report for merit increases.